Organization rules
of the Institute of Physics of EPFL

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This text is a translation of the "Règlement de l’Institut de physique de l’EPFL". Only the French version has legal validity.

1 General Provisions

Article 1-1 Affiliation

The Institute of Physics IPHYS (hereafter Institute) belongs to the Faculty of Basic Sciences of EPFL.

Article 1-2 Field of activity

The Institute is dedicated to research in the field of physics and in related areas. It offers expert services in this field.

Article 1-3 Relation to the Swiss Plasma Center

Although the Swiss Plasma Center is an independent Center, it is academically linked to the Institute. To ensure an optimal collaboration between the two entities, the members of the Swiss Plasma Center participate in the governance bodies of the Institute in the same way as the members of the Institute.

Article 1-4 Relation to the Physics Section and the Doctoral Program in Physics

Although the Physics Section and Doctoral Program in Physics are independent from the Institute, the education mission of the Section and Doctoral Program and the research mission of the Institute should benefit from a strong connection and coordination. Therefore the Directors of these two education bodies sit in the Executive Committee and in the Council of the Institute. Also the staff members of the Physics Section and the Doctoral Program in Physics are eligible voters and candidates to the elections of representatives at the Institute Council.
2 Assembly of Professors

Article 2-1 Composition

1 The Assembly of Professors is composed of all EPFL professors (PO, PA, PATT, PTit and SNSF-funded professors) with an affiliation to the Institute or the Swiss Plasma Center.

2 The Scientific Assistant of the Director attends the meetings and writes the minutes.

3 Guests may be invited to attend all or part of a session on a permanent or ad hoc basis.

Article 2-2 Functions and powers

1 The Assembly of Professors is the leading body of the Institute. It sets the general strategy, defines the hiring strategy (which will then be discussed with the Dean and the Direction of EPFL), it decides on the main orientations of the budget, and takes all important decisions regarding the governance of the Institute.

2 The Assembly of Professors establishes a list of general thematic lines covering the research conducted within the Institute and the Swiss Plasma Center. It nominates corresponding representatives to the Executive Committee.

3 The Assembly of Professors proposes one candidate for each of the following functions to the appropriate EPFL direction body:
   - Director of the Institute
   - Director of the Physics Section
   - Director of the Doctoral Program in Physics

4 The Assembly of Professors ratifies the Deputy Director chosen by the Institute Director.

Article 2-3 Meetings

1 The Assembly of Professors meets at least four times per year in ordinary session.

2 The Institute Director chairs the Assembly of Professors.

3 The Institute Director prepares the agenda of each Assembly meeting and makes sure that it gets distributed to all Assembly members 10 days before the meeting. All information relevant to the preparation of the meeting is distributed with the agenda. The agenda should clearly announce items where a vote is foreseen and should specify the planned voting procedure. The text of the propositions on which the Assembly will vote should be mailed ahead of time as early as possible.

4 Any member of the Assembly can request to have a topic put on the agenda of a meeting. Such requests need to be received by the Assembly Chair 14 days before the corresponding meeting. After the agenda of a meeting has been distributed, requests for additions to the agenda should be received by the Assembly Chair 7 days before the corresponding meeting.
Minutes of each meeting are distributed to the Assembly members in a timely fashion after each meeting.

**Article 2-4 Voting members**

1 Each professor has one vote. In the event of an equal vote, the Chair has the casting vote.

2 Guests and the Scientific Assistant have no voting rights.

3 For all important issues, absentee voting procedures should be defined to allow the consultation of Assembly members absent at the meeting. All necessary measures should be taken to ensure the secrecy of these votes.

4 For issues for which absentee voting is used, a quorum of over half of the voting members is required.

**Article 2-5 Voting procedures**

1 As a general rule, voting takes place by raise of hands with decisions taken by a relative majority and at least 1/3 of the eligible votes.

2 If at least one of the voting members requests so, voting takes place through a secret ballot. Elections and ratifications of candidates to the functions mentioned in Article 2-2 always take place through a secret ballot.

3 If more than two propositions are put to a vote, one is adopted after the first voting round if it obtains the absolute majority (more than half of the expressed votes). If none obtain the absolute majority in the first round, a second voting round is taken on the two propositions that obtained the most votes in the first round. In the second round the decision is taken by a relative majority.

4 For issues requiring a strong consensus, including but not limited to the election of the Director and the revision of earlier decisions taken by the Assembly of Professors, voting takes place through a secret ballot with decision taken with at least 2/3 of the casted votes and 50% of the eligible votes (2/3 absolute majority). If there are several propositions, one can be adopted after the first round of voting if it obtains a 2/3 absolute majority of votes. If none of the propositions obtains this majority, the proposition with the smallest number of votes is removed from the ballot and the process repeats until one proposition gets 2/3 absolute majority and is then adopted.

5 If at least 3 voting members request so, voting takes place at a 2/3 absolute majority.

6 Requests for specific voting procedures on an agenda issue need to be received by the Assembly Chair 3 working days prior to the corresponding meeting.
3 Institute Director and Deputy Director

Article 3-1 Nomination and mandate

1 The Institute Director is appointed by the Dean of the Faculty of Basic Sciences following a vote by the Assembly of Professors and the agreement of the IPHYS and FSB Councils.

2 The Director is appointed for a mandate of 4 years, renewable only once.

3 To ensure that the Institute Director and Deputy Director can optimally function as a team, once the Director is elected, he/she nominates a Deputy Director who should be endorsed by ratification vote of the Assembly of Professors.

4 The mandate of the Deputy Director is at most 4 years, renewable. It automatically ends when the mandate of the Director ends, so that a change of Institute Director will leave the position of Deputy Director vacant.

5 As a general rule, the Director is a Physics full professor (PO), but it is not excluded that associate professors (PA) and adjunct professors (PTit) are elected for this duty. All tenured Physics professors (PO, PA, PTit) are eligible to serve as Deputy Director.

Article 3-2 Responsibilities

1 The Institute Director leads the execution of the decisions taken by the Assembly of Professors and he/she manages for the translation of these decisions into concrete actions.

2 The Institute Director keeps the Professors informed of any issues discussed with the FSB Direction or the Presidency of EPFL that may be relevant for the Institute. Conversely, he/she is the representative of the Institute at the FSB Direction, within EPFL and outside.

3 The Institute Director prepares the agenda and leads the meetings of the following bodies:
   • Assembly of Professors
   • Executive Committee
   • Coordination Committee
   • Council

4 The Deputy Director assists the Director in his/her tasks and can act on his/her behalf if needed. In particular, he/she has signature rights in the absence of the Director.

5 The Director may transfer some of his/her responsibilities to the Deputy Director with prior approval of the Assembly of Professors.
Article 3-3  Election procedure

1 The Institute Director is elected by the Assembly of Professors according to the following procedure:
   • The election is announced and a member of the Assembly of Professors (hereafter the election organizer) is put in charge of organizing the election according to the present procedure
   • Candidates are asked to declare their candidacy to the election organizer by a given deadline, with a manifesto presenting their program for the fulfillment of their duty
   • After the candidacy deadline is closed, the manifestos of all the candidates are sent to the Assembly of Professors and to the members of the Council
   • A meeting of the Council is organized during which all candidates present their programs. This meeting is chaired by the election organizer. The Council informs the election organizer if there is any candidate for which the Council is not willing to give its agreement for a nomination as Institute Director
   • A meeting of the Assembly of Professors is organized during which all candidates present their programs. This meeting is chaired by the election organizer
   • Roughly one week after this meeting, the Assembly of Professors gets together to vote on these candidates using a secret ballot with 2/3 absolute majority. Namely, a candidate is elected if he/she obtains at least 2/3 of the casted votes and 50% of the eligible votes. If there is only one candidate, he/she is elected if he/she obtains a 2/3 absolute majority in a ratification vote. If there are several candidates, one can be elected after the first round of voting if he/she obtains a 2/3 absolute majority of votes. If none of the candidates obtains this majority, the candidate with the smallest number of votes is removed from the ballot and the process repeats until one candidate gets 2/3 absolute majority and is then elected
   • If at the end of this voting process, none of the candidates is elected, a discussion takes place in the Assembly without the candidates to analyze the results of the votes. After that, voting is repeated starting with all the candidates again
   • If once again none of the candidates is elected, another discussion takes place in the Assembly without the candidates to analyze the results of the votes. After that, voting is repeated once more with all the candidates with the election criteria reduced to 50% of the casted votes to be elected
   • Members absent at the time of the vote can express their vote beforehand by sending their ranking of the candidates to the election organizer
   • Once the Director is elected by the Assembly of Professors, a meeting of the Council is organized during which the Council is asked to formally give its agreement prior to the appointment by the Dean of the Faculty.

2 Once the Director is elected, he/she nominates a Deputy Director who is submitted for a ratification vote to the Assembly of Professors. The Deputy Director is endorsed if he/she obtains more than half of the casted votes (1/2 absolute majority). Absentee voting should be available for this ratification.
4 Council

Article 4-1 Composition

1 The Council is composed of:
   • the elected Representatives of the 3 staff bodies (4 representatives / body):
     o teaching staff
     o scientific staff
     o administrative and technical staff
   • the Director of the Institute, acting as Chair
   • the Deputy Director
   • the Director of the Physics Section
   • the Director of the Doctoral Program in Physics
   • the Scientific Assistant, acting as Secretary
   • the Administrator

2 Guests may be invited to attend all or part of a session on a permanent or ad hoc basis.

3 The 3 staff bodies are defined as follows:
   • Teaching staff:
     o full professors
     o associate professors
     o "tenure-track" assistant professors
     o non-tenure track assistant professors (SNSF professors)
     o adjunct professors
     o senior scientists (MER)
   • Scientific staff - with or without teaching duties:
     o research and teaching associates
     o scientists
     o assistants
     o PhD candidates
   • Administrative and technical staff - with or without teaching duties.

Article 4-2 Functions and powers

1 The Council is the body exercising participation rights in the sense of Art. 32 of the FIT Act (Federal Act on the Federal Institutes of Technology ruling the EPF). It provides comprehensive information to and ensures the participation of the Institute members.

2 The Council expresses its opinion on strategic actions regarding the Institute’s research and planning that are submitted to its approval.

3 The Council is the Institute’s body in charge of hearing proposals from Institute members (right to submit motions).

4 To ensure an optimal flow of information between the Council of the Institute and that of FSB, it is recommended that theIPHYS members elected as representatives to the FSB Council are also representatives to the Institute Council.
Article 4-3  Election procedure

1 The elections to the Institute Council of the body representatives are organized by the Institute Direction (hereafter election organizer) every two years by the end of June, after the candidates to the election of the representatives at FSB Council are known, according to the following procedure:
   • The elections are announced
   • Candidates are asked to declare their candidacy to the election organizer by a given deadline at least ten days after the call for candidacy
   • The lists of candidates are circulated by the election organizer at least ten days before the election

2 The lists of those entitled to vote on 31 March shall serve as a reference.

3 Election results and the appointment of any replacements in case of withdrawal of office holders are published on the Institute website.

4 Upon withdrawal, members are replaced with the next eligible person. If no such person is available, partial elections are organized in the relevant body.

Article 4-4  Term of office

Representatives are elected for a term of two years. The term of office starts on 1 September and ends on 31 August.

Article 4-5  Meetings

1 The Council meets at least twice per year in ordinary sessions.

2 The Institute Director sets the agenda and makes sure that it gets distributed to all Council members ahead of time. The agenda indicates which items will be subject to a vote.

3 The text of each proposition submitted to a vote of the Council is distributed ahead of time.

4 Decisions regarding items not on the agenda may be made if the members present decide so.

5 Minutes of each meeting are distributed to the Council members in a timely fashion after each meeting.

6 Participation in Council activities is considered as working time.

Article 4-6  Voting procedures

1 Each elected member has one vote.
2 Guests, the Deputy Director, the Director of the Physics Section, the Director of the Doctoral Program in Physics, the Administrator and the Scientific Assistant have no voting rights.

3 The Chair has no voting right; however, in the event of an equal vote, the Chair has the casting vote.

4 The Council may only make decisions provided the quorum is met.

5 The quorum is met when more than half of the elected members are present.

6 Voting takes place by raise of hands except if at least 3 members request a vote by secret ballot.

7 The Council takes decisions by a relative majority.
5 Executive Committee

Article 5-1 Composition

1 The Executive Committee is composed of:
   • the Director of the Institute, acting as Chair
   • the Deputy Director
   • the Director of the Physics Section
   • the Director of the Doctoral Program in Physics
   • representatives of the Assembly of Professors

2 Guests may be invited to attend all or part of a session on a permanent or ad hoc basis. The Scientific Assistant of the Director attends the meeting and takes care of the summary of decisions.

3 The representatives of the Assembly of Professors are appointed by this Assembly. As a general rule, each thematic line of research should correspond to a well-identified representative in the Executive Committee. The list of thematic lines is decided by the Assembly of Professors and published on the Institute website.

Article 5-2 Responsibilities and organization

1 The Executive Committee is responsible for translating into concrete actions the strategies defined by the Professors Assembly and approved by the Council. On request of the Institute Director, it assists the Institute Director for a number of decisions.

2 The Executive Committee is led by the Institute Director.

3 The Executive Committee meets once a month.

4 The Executive Committee, after approval by the Assembly of Professors and the Council, can create or suppress permanent or non-permanent committees, and it decides on their composition and mandate.
6 Coordination Committee

Article 6-1 Composition

1 The Coordination Committee is composed of:
   • the Director of the Institute
   • the Deputy Director
   • the Scientific Assistant
   • the Administrator
   • representatives of all platforms

2 The representatives of the platforms are ratified by the Assembly of Professors and the Council on proposal from the Director.

Article 6-2 Responsibilities and organization

1 The Coordination Committee is chaired by the Director and is responsible for the operational aspects of the shared services of the Institute in line with the Assembly of Professors, the Executive Committee and the Council.

2 The Coordination Committee meets at least once a month.